

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

RECYCLING SPECIALIST III

DEFINITION:

Under direction, to lead the work of a professional staff engaged in community and internal recycling projects; to act as contract manager for the more difficult and complex recycling contracts; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the lead or super-journey level class in the Recycling Specialist series. Incumbents of this class perform the full range of duties of the journey-level Recycling Specialist and the more difficult and complex recycling projects, coordination, and contract management assignments.

*** EXAMPLES OF DUTIES:**

- Acts as contract manager for several recycling project contracts;
- Provides guidance and advice to Recycling Specialists acting as contract managers;
- Analyzes costs/revenues and operations related to recycling contracts to identify problems and recommend changes and improvements;
- Prepares and reviews RFP's for recycling projects;
- Coordinates and manages the more complex private and public sector recycling projects;
- Monitors, researches and reports on the development of new solid waste recycling equipment, techniques, and technology;
- Conducts the more complex waste audits;
- Makes formal and informational presentations to business and community groups;
- Prepares reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

A Bachelor's degree or equivalent education (i.e., minimum completed units of 120 semester/180 quarter units), **AND** three years of professional experience in planning, developing, administering and/or implementing public or private recycling programs or non-burn resource recovery programs. A Master's degree in Public Administration, Business Administration, or Environmental Science may be substituted for a maximum of six months of the required experience. Additional qualifying professional experience may be substituted for education lacked on a year-for-year basis. Possession of a California Class C Driver's License.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.